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Reading is easier, too, in the new Reading view. ***You can collapse parts of the document*** and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

In this class we are learning Windows Explorer, Word Excel, PowerPoint and Access. By the end of this class you will be **REQUIRED TO WRITE A WORD DOCUMENT** indicating what you learned in this class and the two assignments that you liked most in this classs.

When you are writing a research paper do not use ENTER to go to the next page but Insert a PAGE BREAK to go to the next page.

You can can insert the PAGE BREAK using the Insert Tab from your ribbon and click on the PAGE BREAK in the pages group to isert the page break or yu can use the keyboard shortcut CTRL + ENTER.

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